

## **HAZARD ABATEMENT - GOVERNMENT OPERATIONS**

1. Purpose. This document establishes procedures for identification and abatement of unsafe or unhealthful working conditions.
2. Applicability. This document is applicable to all CENWP elements, employees and supervisors.
3. Reference. Title 29, CFR, Part 1910.60
4. Definition. A definition of hazard is any existing or potential condition in the workplace that, by itself or by interacting with other variables, can result in death, injury, property damage, and other losses.
5. Responsibilities. There are three key steps to hazard abatement. (1) Identification and evaluation, (2) Ranking hazards by risk, and (3) Initiating corrective measures.
  - a. Each employee, which includes the supervisor who is an employee as well as a supervisor, is responsible for identifying and correcting unsafe and unhealthful conditions in his/her work area or reporting such conditions IAW with established procedures.
  - b. The Chief, CENWP-SO is designated as the District Safety and Occupational Health Official and is responsible for representing the District in matters pertaining to the program. An effective and comprehensive occupational safety and health program will be established, consistent with the appropriate safety standards of higher authority. The SOHO will develop a system to identify and abate unsafe or unhealthful conditions. They will develop a tracking system to ensure identified hazards are promptly abated or where long term solutions are necessary, ensure that they are tracked until they have been properly abated.
  - c. Area engineers and project managers will appoint a collateral duty safety person as a single POC for the SOHO. Collateral duty safety personnel will be trained by the SOHO or obtain collateral duty training from OSHA or the Safety Council.
6. Reporting Procedures. Unsafe or unhealthful working conditions may be identified in several different ways; e.g., formal inspections, daily workplace inspections, surveys, accidents, or lessons learned from other locations.
  - a. Employees are encouraged to correct unsafe or unhealthful working conditions immediately if possible. If they cannot correct them they should immediately notify their supervisor.
  - b. Supervisors will correct all hazards that are within their resources to do so. Hazards that are long term (more than 30 days) to correct or not within the resources of the supervisor, will be elevated through channels to the SOHO. Each level of management having responsibility will use their resources to abate the hazard.
  - c. Hazards that cannot be abated within 30 days will be entered on the hazard abatement log maintained in the SOHO. The hazard abatement log is in two parts. Part I contains all hazards with a RAC of 1, 2, or 3 (1 being the most severe). Part II contains all hazards with a RAC greater than 3.
  - d. The SOHO will follow-up on all hazards listed in Part I and Part II until they have been satisfactorily abated. Part I will be forwarded to the District Commander for his review, no less than quarterly.
7. Self Inspections. Area and project engineers, lake managers and all Chiefs of District elements are responsible for the performance and documentation of OSHA surveys for their units. Training needed to perform inspections will be identified and reported to the SOHO. Supervisors in charge of the facility will ensure that the persons conducting the inspection have sufficient technical competence to identify hazardous physical conditions and violations of Title 29, CFR, Part 1910.

8. Hazard Categories.

a. The DOD system of classifying hazards will be utilized. This system combines the severity of hazard with the probability of mishap to establish a priority for abatement.

b. Hazard Severity. This is an assessment of the worst potential consequence, defined by degree of injury, occupational injury or property damage which could ultimately occur. Hazard severity categories will be assigned by Roman Numeral according to the following criteria:

Category I - Catastrophic: May cause death or permanent total disability, system loss or major property damage.

Category II - Critical: May cause permanent partial disability or temporary total disability in excess of three months, major system damage, significant property damage.

Category III - Marginal: May cause minor injury, lost workdays or compensable injury or illness, minor system damage, or minor property damage.

Category IV - Negligible: First aid or minor supportive medical treatment, minor system impairment.

c. A second factor in estimating risk is the probability that a hazard will result in a mishap. This probability is based on an assessment of factors such as location, exposure in terms of cycles or hours of operation and affected population components. Mishap probability will be assigned an Arabic letter according to the following criteria:

Subcategory A - Likely to occur immediately or within a short period of time.

Subcategory B - Probably will occur in time.

Subcategory C - May occur in time.

Subcategory D - Unlikely to occur.

d. Overall RAG. This is an expression of risk which combines the elements of hazard severity and mishap probability; e.g., IA, TIIB, etc. The table below depicts a representative ranking order of RACs. A RAC of 1 establishes the highest priority for correcting a deficiency.

| HAZARD SEVERITY | MISHAP PROBABILITY |   |   |   |
|-----------------|--------------------|---|---|---|
|                 | A                  | B | C | D |
| I               | 1                  | 1 | 2 | 3 |
| II              | 1                  | 2 | 3 | 4 |
| III             | 2                  | 3 | 4 | 5 |
| IV              | 3                  | 4 | 5 | 5 |

9. Reporting Requirements. Inspections will be performed and reported on an annual basis and reports submitted to the SOHO by 30 September of each year.

#### 10 Abatement of Deficiencies.

- a. Deficiencies will be corrected on a worst first basis.
- b. Deficiencies with a code 1 are to be corrected immediately. Those coded 2 and 3 shall be targeted for correction within 30 days. Items with a code of 4 or 5 should be corrected as soon as possible to prevent degeneration into a higher risk category.
- c. When an inconsistency cannot be corrected in 30 days, interim or alternative measures for protecting employees shall be instituted. This action will be recorded by the SOHO on the District Master Hazard Abatement Plan and tracked until resolved.

#### 11. Employee Reports of Unsafe or Unhealthy Working Conditions.

- a. Employees or their representatives who believe that an unsafe or unhealthful working condition exists in the workplace will have the right and are encouraged to make a report of the unsafe or unhealthful working condition.
- b. Employees may report alleged unsafe or unhealthy working conditions with assurances that prompt action will be taken to evaluate the report and, when appropriate, corrective measures will be taken. No employee will be subject to restraint, interference, coercion, discrimination, or reprisal for filing a report.
- c. Employees are encouraged to report unsafe or unhealthful working conditions to their supervisor as a first step.
- d. If an employee is not satisfied with their supervisor's response to the report, a DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions, will be completed and sent or hand carried to the District SOHO.
- e. If an employee so desires, by checking the appropriate box under item 5 of DA form 4755, the name of the employee reporting the alleged unsafe or unhealthful conditions will not be disclosed outside the SOHO as authorized by AR 385-10, The Army Safety Program, or Title 29, CFR, Part 1960.
- f. The designated district safety and occupational health official will process the report, determine the need for an inspection, schedule the inspection and notify the employee of whether he/she may accompany the inspector.
- g. Alleged unsafe or unhealthful conditions reported under this procedure are not a grievance and will be handled separately from grievance procedures. Reporting in this manner will not interfere in any way with prior, simultaneous or subsequent use of employee grievance or collective bargaining agreements.